

NOTICE TO CONSULTANTS **REQUEST FOR CONSULTANT SERVICES**

Human Resources Application Development and Data Migration Project

The City & County of Honolulu (City), Department of Environmental Services (ENV) is seeking qualified consultants (GS-1550 Computer Science) to enhance and expand an existing application program to support the department's human resources (HR) management needs, and to migrate the existing ENV human resource-related datasets into the new application.

Currently, ENV personnel are using a custom built application written in C+ to manage HR-related activities. The goal of this project is to further enhance the application, add two additional modules for training and security access information tracking, develop more reports, add an audit log feature to this comprehensive and integrated program, and provide additional functionality to enhance their productivity. The final product will continue to be a Web-based application using an SQL-compliant database, intuitive to use, and easy to administer.

SCOPE OF WORK:

- Analyze ENV's current HR management computer program and related work processes.
- Conduct Needs Analysis to determine potential enhancements to the HR work processes in addition to the enhancements listed below.
- Further develop the integrated ENV HR management system. Examples:
 - 1. Add Audit Log functionality
 - 2. Add ability to Export Results to Excel in a clean format
 - 3. Add new data entry fields (i.e. "Previous Address")
 - 4. Enhance navigational functionality (i.e. After receiving a list of results, cache search results so that user does not need to re-query)
 - 5. Add finer grade permissions to individual modules
 - 6. Modify search or query functionality
 - 7. Add more sorting and search criteria for Reports
 - 8. Add new field to Application History table and form.
- Build, test and implement in-bound interfaces from other City databases:
 - 1. City Advantage training database
 - 2. City Position table
 - 3. City OnGuard Security database
- Addition of a Training Information module
- Addition of a Security Information module
- Recommend any hardware and software needed to support the solution.
- Design, code, and test the application software.
- Install the application software and any necessary support software.
- Test and troubleshoot the final product as necessary.
- Train the HR users and System Administrator as needed.
- Develop and deliver all necessary documentation in electronic format.
- After acceptance by ENV, provide problem-resolution and enhancement support as needed for a period to be determined.

QUALIFICATIONS

Qualified firms interested in being considered for the above contract are invited to submit their qualifications in accordance with the Guidelines for Preparing Consultant Qualifications. In accordance with Section 103D-304, HRS, qualifications should include the following:

1. Experience:
 - a. Describe the firm's experience and ability to identify primary functions of local government human resource functions.
 - b. Describe the firm's experience in enhancing human resource management functions in municipal jurisdictions using Internet-based technologies.
 - c. Describe the firm's experience with SQL-compliant databases and migrating dBase databases into SQL-compliant databases.
 - d. Describe the firm's experience in recommending and establishing standard operating guidelines and plans for using Internet-based technologies for human resource management purposes.
 - e. Describe the firm's experience in integrating various data capture technologies with computing systems used by clerical personnel.
 - f. Describe the firm's experience in developing course material for and conducting training of clerical personnel in the use of human resource management software.
2. Examples of similar work that the firm or project team has completed within the past five years, including start and end dates of described work:
 - a. Describe the firm's experience with other jurisdictions of similar size in converting in-house developed, legacy human resource management application programs to Internet-based application programs; (please provide references with executive summaries).
 - b. The names, phone numbers, and addresses (email address acceptable) of up to five clients, of whom your firm has delivered professional consultant services, who may be contacted as references, including at least two of whom similar services were rendered during the preceding years;
3. Capacity to perform the work.
 - a. The name of the firm and its principal partners or primary person doing business as, the firm's principal place of business, and locations of all its offices;
 - b. The firm's number of years doing business as originally established and its average number of employees over the past five years;
 - c. The education, training, and qualifications of key members of the firm's project team;
 - d. Conflicts of interest in performing services for the City and County of Honolulu;
4. Any other pertinent information that should be considered in the evaluation of the firm's qualifications; and
5. Any other promotional or descriptive literature that the applicant desires to submit;

After submitting the Statement of Qualifications (SOQ), except as the City may otherwise agree, no changes shall be made in the key personnel. If, for any reason beyond the control of the consultant, it becomes necessary to replace any of the key personnel, the consultant shall provide as a replacement a person of equivalent or better qualifications for approval by the City.

This list may be used for other similar projects.

Any questions regarding the project may be directed to Ivy Pescador, Department of Environmental Services, at (808) 768-3463 or ipescador@honolulu.gov.

Department of Environmental Services
1000 Uluohia Street #308
Kapolei, HI 96707
Attn: Ivy Pescador

A letter of interest and three (3) copies of the qualifications should be sent to:

City & County of Honolulu
Department of Budget and Fiscal Services
Division of Purchasing
530 S. King Street, #115
Honolulu, HI 96817

and must be received no later than **2:30 p.m. HST., December 12, 2011.**



WENDY K. IMAMURA
Purchasing Administrator
City & County of Honolulu

